

16. MANAGING INVENTORY

Please follow the guidelines below in managing your vaccine inventory.

Organizing and Rotating Stock

- Physically differentiate VFC vaccine from private and other public stock vaccine.
- Develop a system so that short-dated vaccines (those that expire at the earliest date) are used first. (Record your inventory management process in Section 12).
- Recently received vaccine may outdate sooner than vaccine already in your inventory. Check expiration dates carefully.
- Also see Section 13, *Vaccine Placement* (page 54) for additional guidance on organizing your vaccine inventory within your storage units.

Requirement

Short-dated Vaccine

- Providers must check vaccine expiration dates and remove expired vaccine from viable vaccine weekly.
- Vaccine that will expire in 75 days turns pink in your imMTrax inventory.
- If vaccine is within 3 months of expiring and you will not use it in that timeframe, contact other VFC providers in your area to see if they can use it. If another provider can use the vaccine, follow the guidelines below (Vaccine Transfers) when transferring the vaccine.
- If you cannot find a VFC provider in your area that can use the vaccine, contact the Immunization Program for assistance in rehoming the vaccine.
- Do not transfer short-dated vaccine to providers without first contacting them to see if they can use it before it expires.

Requirement

Vaccine Transfers

The CDC discourages regular transport of vaccines. “Transport” is defined as the movement of vaccine between VFC providers using private vehicles or couriers where the expected duration of transport is less than eight hours or a regular business day. Transporting vaccine may be necessary, however, during emergencies, for off-site immunization clinics, or to prevent spoiled vaccine due to expiration.

Follow the procedure below when transferring vaccine between providers:

- Transfer VFC vaccine between currently enrolled VFC providers only.
- Vaccine transfers between VFC providers must be approved by the Immunization Program prior to physically exchanging the vaccine.
- To request approval, the transferring facility initiates a vaccine transfer in imMTrax by navigating to “**Manage Transfers**,” picking the receiving provider from the drop-down list, and entering the doses of vaccine to be transferred. Click **Submit Transfer**.
- imMTrax notifies the Immunization Program that a transfer is waiting for approval and, if appropriate, approves the transfer. The transferring and receiving providers are notified by email when their transfer is approved.

Requirement

- Once approved, the receiving provider receives the vaccine in imMTrax by navigating to **Manage Orders**, selecting the radio button next to the inbound transfer and clicking **Receive/Modify**. This transfers the vaccine into the inventory of the receiving facility. Modify the transfer amount if needed.
- Follow the *Vaccine Management Plan* (Section 12) when packing vaccine for transfer.
- Limit transfers to those that can be personally carried and where the vaccine can reach an approved storage unit within 8 hours or a regular business day.
- Montana VFC Providers are prohibited from “shipping” vaccine, which the CDC defines as moving vaccine using a commercial carrier over a longer timeframe than 8 hours. If you have a situation that requires “shipping” vaccine, contact the Immunization Program.
- Do not transfer opened multi-dose vials.

Expired, Spoiled, and Wasted Vaccine

Expired, spoiled, and wasted vaccine is nonviable and should never be administered to patients. Providers must check expiration dates weekly and immediately remove expired, spoiled, and wasted vaccine from active stock.

All nonviable vaccine must be reported to the Immunization Program on a Wasted and Expired Vaccine Form. The reporting process differs depending on the type of nonviable vaccine and is detailed below:



Requirement

Wasted Vaccine – Nonviable vaccine that cannot be returned to McKesson because the packaging has been breached (e.g., broken vials/syringes; vaccine drawn but not administered; nonviable, opened multi-dose vials).

1. Fill in the first table in the Wasted and Expired Form. Leave “10” in the Reason Code column. Use the NDC on the vaccine package or packing slip (not on the syringe/vial).
2. Return form to the Montana Immunization Program.
3. Discard product per your facility guidelines.
4. Account for the wasted vaccine in imMTrax during your monthly reconciliation (See Section 15).

Expired or Spoiled Vaccine–Nonviable vaccine with packaging intact that can be returned to McKesson (e.g., expired/recalled vaccine, vaccine spoiled by cold chain failures). DO NOT DISCARD expired/spoiled vaccine.

1. Fill in the second table in the Wasted and Expired Form. Enter the most appropriate number in the Reason Code column. Use the NDC on the vaccine package or packing slip (not on the syringe/vial).
2. Indicate the number of shipping labels needed. One label per shipping container.
3. Return form to the Montana Immunization Program. Once processed, we will email you a print-screen of the return inventory and McKesson Specialty Care Dist will email you a shipping label.
4. Print the print-screen and place in the shipping container with your vaccine. The vaccine in the container must match the information on the print-screen EXACTLY. Print and attach the shipping label to the outside of the container. Call for a UPS pickup.
5. You must return expired/spoiled vaccine within 6 months of the spoilage or expiration.
6. Account for the wasted/expired vaccine in imMTrax during your monthly reconciliation (See Section 15).

Borrowing

Vaccine “borrowing” is the temporary transfer of vaccine between public and private stock at a VFC provider facility in order to avoid a missed opportunity to vaccinate. VFC providers are required to maintain adequate inventory of public and private vaccine to meet the needs of their patients.

Allowed Borrowing Circumstances

Borrowing should not be a routine vaccine management practice and is only allowed under the following circumstances:

Requirement

- Lack of stock due to vaccine shipment delays
- Vaccine not useable on arrival (e.g., vials broken, temperature issue)
- To use short-dated stock before it expires
- Accidental use of wrong stock
- VFC seasonal influenza vaccine not yet available or delayed at the *beginning* of influenza season (any other borrowing of influenza vaccine is prohibited)
- To repay stock when insurance billing reveals that the patient is uninsured or underinsured (FQHC/RHC only) in respect to the vaccine given (See Section 4 for VFC definitions of uninsured and underinsured).

Borrowing VFC vaccine must not prevent a VFC-eligible child from receiving a needed vaccination.

Borrowing Documentation

Use the following procedures to track vaccine borrowing:

Requirement

- Document borrowing and payback on the VFC Vaccine Borrowing Report, available on our website at www.immunization.mt.gov. The instructions are on the report.
- You must retain borrowing reports for three years and make them available for review during VFC site visits or upon request. Do not submit borrowing reports to the Immunization Program unless requested to do so.
- Retain all vaccine purchase receipts for vaccine used in borrowing payback and make them available for review during VFC site visits or upon request.

Managing Borrowing in imMTrax (Also see Borrowing Cheat Sheets for integrated and aggregate users on our website at www.immunization.mt.gov under the “VFC” link.)

- imMTrax does not allow the transfer of vaccine between public and private stock. If a vaccine is entered into your inventory as public vaccine, it must remain public vaccine. Private vaccine must remain private vaccine.
- ImMTrax will allow you to administer a public vaccine to a private-pay patient and vice versa, in order to “pay back” the vaccine.
- Private vaccine used to “pay back” borrowed doses must be managed in imMTrax.
- You must have paper borrowing reports to support these transactions.
- All borrowing should be paid back (returned to appropriate stock) within three months of the initial transaction or at the first opportunity, whichever comes first.

Contact imMTrax Training and Support at 444-2969 (hhsiz@mt.gov) for detailed imMTrax support.